

FAQ on PCA Orientation

Q: Who needs to complete orientation?

A: Orientation is required for any PCA first hired on or after January 1st, 2015. If you have been working for **any** employer since before this date, you probably don't need to take orientation. Confirm your hire date with the fiscal intermediary that you receive your pay from (Allied or Sunset Shores).

Q: Why is orientation required?

A: All PCAs are part of a bargaining unit and the conditions of employment in that bargaining unit are outlined in a contract between the state and the union, called a collective bargaining agreement. The current collective bargaining agreement states that "An orientation shall be completed by all PCAs first hired after January 1, 2015...."

Q: If my employer decides to do the orientation him/herself, why do I need to attend a 30-minute union-only session?

A: The collective bargaining agreement says that the orientation will include 30 minutes on "workers' rights and responsibilities ***presented by a Union representative.***"

Q: How do I sign-up for the 30 minute union-only portion?

A: The union-only portion will be the first 30 minutes of each group session. You sign-up the same way you sign up for the full group orientations. Call 860-804-4869 for information about sessions offered in the following counties: Litchfield, New Haven, Fairfield and New London. Call 860-804-4867 for information about sessions offered in the following counties: Hartford, Middlesex, Tolland and Windham. A schedule of orientation group sessions is also posted [here](#).

Q: Am I required to join the union?

A: You do not have to pay union dues, but all of the terms of the collective bargaining agreement will apply to your work as a PCA.

Q: How will I be paid for completing orientation?

A: In the same manner you are paid for your PCA work (either direct deposit or paper check). You should be paid within two weeks of completing orientation. The orientation stipend is \$37.50.

Q: If my employer opts-out, will I still be paid?

A: Yes, but you must complete both the union-only portion and the employer-provided portion of the orientation.

Q: Does the orientation count against my employer's budget or service hours?

A: No, the payment will not be deducted from the employer's budget. Also, orientation must be taken during non-service time.

Q: How long do I have to complete orientation?

A: 90 days from your first hire date or October 5, 2016, whichever is later. For most PCAs, October 5th is the deadline, unless you first entered the program after July 5, 2016.

Q: What is the PCA Workforce Council?

A: The PCA Workforce Council was established by state law in 2012. It represents the interests of employers of PCAs and the state of Connecticut and negotiates the PCA collective bargaining agreement with the union that represents PCAs.

Q: I have a question, concern or complaint about the orientation program, who do I contact?

A: We encourage employers to contact the PCA Workforce Council. Our phone number is 860-418-6370. Our email address is pcacouncil@ct.gov. You can also visit our website at <http://portal.ct.gov/pcaworkforcecouncil/>.

While we do receive calls from employees, the PCA Workforce Council represents employers. Employees are encouraged first to speak with their employer. Further questions can be addressed to the union, SEIU-NE, at 860-549-1199 or mailbox@seiu1199ne.org.

Q: How do I join the PCA Workforce Council?

A: Members of the Council are appointed by the Governor and legislative leaders. If you would like to be considered for appointment, please email pcacouncil@ct.gov.